

**CITY OF REEDLEY**  
**COMMUNITY SERVICES DEPARTMENT**  
*Application for Community Center Use*

Requested Day & Date: \_\_\_\_\_ Purpose: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street/Mailing Address City State Zip

Would you prefer to have the invoice and all correspondence emailed? Yes No Email: \_\_\_\_\_

Who do you want the refund to go to? (Name & Address): \_\_\_\_\_

Room(s) Requested:

- California Room (up to 400 people)     Redwood Room (up to 100 people)     Kings River Room (up to 30 people)     Sierra Room (up to 40 people)     Senior Room     Kitchen Senior Patio

Time of Activity:

Begins: \_\_\_\_\_ am/pm  
 Ends: \_\_\_\_\_ am/pm

Set Up Time (Tables/Chairs):

From: \_\_\_\_\_ am/pm  
 To: \_\_\_\_\_ am/pm

Decorating Date:

Decorating Time: \_\_\_\_\_ am/pm  
 Begins: \_\_\_\_\_ am/pm  
 Ends: \_\_\_\_\_ am/pm

Kitchen Use Time:

Begins: \_\_\_\_\_ am/pm  
 Ends: \_\_\_\_\_ am/pm

**For Sat. events:**  
**Friday 4-6pm-Free; Sat. @ \$27/hr**

- Tables and Chairs must be set up and put away by applicant.
- All cooking and eating dishes and utensils must be supplied by the caterer and/or applicant.
- Ice machine is not guaranteed

Will there be... Dinner? Yes or No Dance? Yes or No Alcohol? Yes or No	Will you need.... Sound System? Yes or No Movie Screen? Yes or No Coffee Maker? Yes or No	# of Tables: _____ 5 ft Round (Seats 6-8) _____ 8 ft Long (Seats 8-10)
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*Rates and fees are subject to change upon City Council approval. City-sponsored or co-sponsored events will take precedence and may bump other reserved events. All fees are due within 90 days of activity date. Fees and deposits are not refundable if event is canceled within 90 days prior to event. Deposit is due when application is submitted.*

*I agree to follow all rules, regulations and policies of the City of Reedley on the use of the Reedley Community Center. I understand that I am responsible for any, and all, repair costs for damages to the building and surrounding areas. Denial of future use of any City of Reedley facility for a period of two years and/or forfeiture of deposit shall occur if I do not comply with any rule, regulation, policy or requirement.*

*I understand the City of Reedley will not be held responsible for items brought to this activity as requested in this application which becomes lost, stolen or damaged before, during or after the activity. This is to include damage or loss due to any mechanical failure that may occur.*

*The City of Reedley reserves the right to require that the building user provide adequate liability insurance coverage for the City and the user against claims for money or damages. The City requires a Certificate of Insurance showing that adequate coverage is in effect before the event can be held. The Lessee shall save, keep and hold harmless the City of Reedley, its officers, agents, employees, and volunteers from all damages, costs or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason or in the course of use which may be occasioned by any willful or negligent act or omissions of the Lessee, any of the Lessee's employees, or guest. The City of Reedley will not be held liable for any accident, loss or damage.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

-----OFFICE USE ONLY-----

Application Request:  Granted  Denied Reason for Denial: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facility inspected on \_\_\_\_\_ by \_\_\_\_\_ Facility left in  good condition  unacceptable

Note deficiencies: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_ Deposit: \_\_\_\_\_ Cash/Check#: \_\_\_\_\_ From: \_\_\_\_\_